

広報番号： Announcement No.	NEX-625-16
募集締切日： Closing Date	4 Jan 16
発行日： Date of Issue	16 Dec 15

4.募集範囲 Area of Consideration

I. ☒ 現 MLC/IHA 従業員 (部隊内)
Current MLC/IHA Employee within Activity

II. ☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance

III. ☐ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide

IV. ☐ 外部 Off Base Applicant

5.雇用の種類 Type of Employment

☐ MLC

☒ IHA ☐ HPT

☒ 常用 Permanent

☐ 限定 Limited Term (__ヵ月 Months)

<p>1.職種名 Job title (等級 Grade <u>4</u> / 語学等級 LD <u>2</u>)</p> <p>Procurement Clerk #219</p> <p>調達事務職</p> <p> <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical </p>	<p>募集人数 No. of Recruitment</p> <p>1 名</p>
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2.部隊 Activity
Navy Exchange Yokosuka
Facilities/Maintenance Department

勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka

3.勤務時間 Work Schedule (週 40 時間制 hrww)
 勤務日 Work Days: 5 days/week
 勤務時間 Work Hours: 0730-1615
 休憩 Recess Period: 45 min/day

☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

<p>6.職務内容 Duties</p> <p>See the attached task list.</p>		
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7. 資格要件／身体条件 Qualification/Physical Requirements

- One year of clerical, technical, or administrative work experience in any field or completion of 4-year college/university in any field.
- Knowledge of operations and procedures in facility maintenance field.
- Knowledge of customer service concepts and practices.
- Skill in operating personal computer applications such as Microsoft Office Word, Excel, Power Point and other general automated software.
- Ability to establish and maintain order records.
- Ability to make mathematical computations and operate a 10 key calculator.
- Ability to speak, read, and write English at average proficiency level (LD-2).
- Ability to speak, read, and write Japanese at fluent level.

* Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency : ☐ 必要なし None ☐ 初級 Basic ☒ 中級 Intermediate ☐ 上級 Advanced ☐ 特段の能力 Exceptional

學歷 Educational Background : 7/8 欄参照 See blocks 7 & 8	免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8
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8.提出するもの Application and Associated Documents	職務状況 Working Condition
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input checked="" type="checkbox"/> 英語で English</p> <p><input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input type="checkbox"/> 修了証/証明書の写し Copy of Certificate</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy</p>	Works on weekends/holidays if needed.

9. 応募書類提出先 Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.

1. 内部応募者（現 MLC/IHA 従業員）提出先（米海軍横須賀基地日本人雇用課（HRO））：

Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

〒238-0001

〒238-0001

神奈川県横須賀市泊町 1 番地

1 Banchi Tomari-cho, Yokosuka

PSC 473 BOX 22 CNRJ HRO N132

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内線/Extension 243-8152

米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。

Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

2. 外部応募者（非従業員）提出先：

〒238-0011

Off Base Applicants must submit to:

〒238-0011

神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)

Yokosuka Branch of LMO/IAA

管理第一係

Management #1 Section

電話番号 Phone 046-828-6959

受付時間：月曜—金曜、0830-1730 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。

Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : NEX Personnel

軍電 (DSN) : 243-5149

PD No.: NEX-FMD-003

PD is accurate and current. Certified by Activity: mk

HRO: (rcvd: 12/9) au 12/10 JO12/15

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

Task List

Identifies, selects and issues tools, parts, materials and supplies; recommends possible substitutes and interchangeable utilizing catalogs and bulletins.

Prepares, maintains and distributes merchandise transfers.

Maintains stock control cards and supplied for merchandise from vendors or manufacturers. Receives opens, inspects and counts merchandise from warehouse. Prepares storage locations for items purchased for authorized projects; logs in and places items in bins and arranges on shelves. Notifies requestor of receipt of merchandise. Obtains signature for merchandise transfer, issues and deletes merchandise from appropriate records. Accounts for merchandise in stock and/or transferred items.

Conducts periodic inventory of supplies and tools on hand and advises supervisor so that corrective action may be taken. Determines when tools and equipment should be routed to appropriate shops for test and repair.

Records merchandise to maintain adequate stock. Also, prepares and processes purchase orders for parts and accessories for use in repairs, modification of buildings and equipment, bases on specific requests from maintenance personnel.

Participates in taking physical annual inventory of fixed assets; and in insuring that the work area if maintained in order and clean condition.

Completes and maintains fixed asset record cards. Posts cards such data as nomenclature and other pertinent identifying information such as location of each piece of equipment, and assigns fixed asset number. Updates stock record cards as required, and files all pertinent records and data.

Completes fixed asset documents such as purchase orders, receiving reports, transfer vouchers, and charger or credit vouchers. Obtains necessary signatures. Takes necessary action to correct errors, omissions and discrepancies occurring on records or reports. Issues numbered tags for fixed assets and removes those no longer required.

Performs other related duties or incidental duties as assigned.